Welcome to the #FaithFamily parent portal!

Summary

The parent portal is a secure website that allows you to access secured documents and collaborate directly with Faith Corp. In the coming days you will be receiving an email invitation to your parent portal site. To access the site, you will need to follow a series of steps to get logged in. Please follow the steps below to gain access to your site.

Access the Parent Portal

- 1. Before you can access the site, you need to first receive the email invitation. The email invite will look like the image below.
 - a. NOTE: Your invite email portal might be **Parents Lincoln Street** or **Parents Pioneer Center** depending on the campus your children are located at.



2. Inside the email, click on the Access Files:



a.

3. You will be redirected to a confirmation screen as seen below



You have been invited to access faithcorpfargo.sharepoint.com

To access applications in the Faith Corp organization, you'll need a Microsoft account with kameron.berget@gmail.com.

By clicking Next, Faith Corp will have access to your display name and email address.

Next
Note: After completing sign in you will be redirected to:
https://faithcorpfargo.sharepoint.com
/?login_hint=kameron.berget%40gmail.com

a.

a.

i.

- b. Click Next to proceed to login.
- 4. Next, you will be redirected to the login page as shown below.

	οςοπ	8
	kameron.berget@gmail.com	~
Enter p	assword	
•••••	•	
	Sign in	
Keep n	ne signed in	
Forgot my p	assword	
	a different Microsoft account	

- b. If you already have a Microsoft-Linked account (The system will prompt for password) then continue to step 5.
- c. NOTE: If the email address the invite was sent to is <u>not</u> linked to a Microsoft account, you will receive a slightly different screen (below).

Microsoft	
Create account	
Microsoft account opens a world of benefits.	
faithcorpfargo@gmail.com	
•••••	
Send me promotional emails from Microsoft	
Next	
Use a phone number instead	
Get a new email address	
Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.	

- ii. Enter in a password and click **Next** to create a linked account.
- iii. You will be asked to confirm your email account by entering a verification code.

- 5. Using your new (or existing) linked Microsoft Account, login using your email and password.
- 6. Once logged in, you will be redirected to the portal site where you can access files and emails that were sent via the parent portal.

III Office 365	SharePoint	🔅 ? Kameron Berget
,∽ Search	Parents - Lincoln Street	☆ Not following Group conversations オ
Home	PL Private group	C C R 5 members
Conversations		
Documents	+ New ∨ ↑ Upload 🖧 Sync 🖉 How ∨ …	= All Documents V Y U
Shared with us	Documents	
Notebook	Documents	
Pages	□ Name ∨ Modified ∨ Modified By ∨ +	
Site contents	December MG Newsletter.pdf Yesterday at 834 AM Kameron Bergut	
Recycle bin		
🖉 Edit		

- b. You can find documents under the **Documents** menu.
- c. You can find emails under the **Conversations** menu.
 - i. NOTE: Any emails sent to this group will also be delivered to your personal email. Be sure to check your Junk Mail folder if you are not seeing emails.
- 7. You're all set!





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Micros	soft
	kameron.berget@gmail.com
Enter pa	issword
•••••	•
	Sign in
Keep me	e signed in
Keep me	e signed in ssword



Create account

Microsoft account opens a world of benefits.

faithcorpfargo@gmail.com

••••••

Send me promotional emails from Microsoft

Next

Use a phone number instead

Get a new email address

Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.